

PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY 99.300.06

Subject: Recruitment Process

Applicability: Open Competitive Applicants, Oregon Military Department, other State Agencies' Employees, except where collective bargaining agreement language conflicts (excluding temporary recruitments).

Effective Date: 1 May 2013

- I. **PURPOSE:** To clarify the process for filling vacant, legislatively authorized positions.
- II. **GENERAL POLICY:** The policy of the Oregon Military Department is to base hiring and promotion decisions on the applicant's relative knowledge, experience and skills, determined by competition, without regard to the individual's race, color, religion, sex, marital status, national origin, political affiliation, age, disability, or other non-job related factors.
- III. **DEFINITIONS:**
- A. **Adjutant General's Personnel (AGP):** State Personnel Office for the Oregon Military Department.
 - B. **Agency Promotion:** Only current OMD state employees (permanent, limited duration and/or seasonal status) are eligible to apply.
 - C. **Certified Applicant:** A person who has met the criteria for minimum qualifications.
 - D. **List:** A statewide injured worker list, agency layoff list, statewide reemployment layoff list, statewide promotion list, agency promotion list, statewide transfer list or open competitive list containing the names of persons eligible for employment.
 - E. **Minimum Qualifications (MQs):** Minimum experience, training, knowledge and/or skills necessary for an applicant to meet in order to qualify for a classification or position.
 - F. **Open Competitive Applicant:** A person seeking employment with the State of Oregon who meets the minimum qualifications of the position and passes the appropriate entrance exam(s), if any.
 - G. **Position Description (PD):** A description of a position which describes the specific duties, authorities, and responsibilities assigned by management, and contains the essential functions of the job.
- IV. **STANDARDS:** Generally when the Agency fills a permanent, limited duration, or seasonal position:
- A. The hiring supervisor submits a completed Request to Fill Position Form (Attachment 1), a position description (PD) signed by the hiring manager, and an organizational chart, to the Adjutant General's Personnel (AGP) Office.

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- B. If an existing list does not provide an adequate number of qualified applicants and the supervisor elects to advertise a position, AGP begins the recruitment process in collaboration with the supervisor and establishes a recruitment file.

V. **RESPONSIBILITIES:**

- A. **The Adjutant General:** Has overall responsibility for ensuring the Department is in compliance with this policy.
- B. **State Personnel Director:**
1. Is authorized to approve requests to fill positions.
 2. Monitors recruitment procedures.
- C. **Hiring Supervisor:**
1. Submits a completed Request to Fill Position Form with all necessary signatures to AGP along with a current and accurate PD and the work unit's organizational chart.
 2. In cooperation with AGP develops test/examination criteria for positions if applicable.
 3. Ensures procedures to fill vacancies are carried out in accordance with this policy and collective bargaining agreements, if applicable.
- D. **Personnel Staff:**
1. Ensures a recruitment file is established and the recruitment process is properly documented.
 2. Ensures the vacant position's PD has been reviewed for allocation and properly represents all other job-related factors (i.e. driver license, CDL, etc.) prior to developing the job announcement.
 3. Develops and ensures the recruitment examinations and criteria are consistent with the job duties described in the PD, and the process is consistent with personnel laws, rules, policies, and/or collective bargaining agreements.
 4. Performs application reviews as requested by applicants who appeal their non-qualification results.
 5. Works in collaboration with hiring supervisors to fill positions in a manner that demonstrates good faith efforts for the purposes of meeting affirmative action goals.



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Major General
The Adjutant General